

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1209 **TITLE:** ASSISTANT COUNTY DEBT MANAGER
GRADE: S-31

DEFINITION:

Under general supervision of the County Debt Manager, performs computations and analysis of financial and statistical information in conjunction with the annual debt service, Capital Improvement Program, County bond sales, master lease program, and other programs within the debt management function; coordinates and performs all activities necessary for the execution, delivery and accounting for all debt obligations of the County and component units; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Debt Manager in that the Debt Manager has overall full responsibility for the debt management function; where the emphasis of the Assistant County Debt Manager is on research, data gathering, and making recommendations as assigned.

ILLUSTRATIVE DUTIES:

Assists the County's various financial consultants, financial advisor, bond counsel, rating agencies and County agencies and component units as required;

Assists in matters related to financing with other political jurisdictions such as component units of the State government, other counties, cities, towns, the Fairfax County Economic Development Authority, the Washington Metropolitan Area Transit Authority, the Washington Metropolitan Airports Authority, or other such entities;

Assists in developing recommendations concerning the evaluation and formulation of the County's debt policy;

Assists in developing recommendations and prepares presentation materials on financial policy for presentation to the Chief Financial Officer, the County Executive and the Board of Supervisors or other boards and commissions as directed;

Performs computation and analysis of financial and statistical information such as the annual debt service budget, debt service schedules, financial impact statements and annual analysis of debt capacity;

Performs analyses and prepares presentation material as directed to support the Capital Improvement Program (CIP) process;

Prepares, analyzes, and reviews documents and indentures necessary for the successful completion of all aspects of County bond sales and component units, to include both the preliminary and official statement, production of the rating agency presentations, coordination of any required School Board or other board actions, scheduling of any required public hearings, and work with feasibility consultants;

Performs activities related to scheduling and ordering of bond referenda, including identification of planned referenda through the Capital Improvement Program, scheduling of School Board and County Board of Supervisors action items and public hearings, preparation of the Board resolutions and petitions and monitoring the progress of all legal activities up to and including post referendum court orders and results;

Performs activities related to the sale or assumption of “subject to annual appropriation” debt including the master lease program, lease revenue debt, Certificates of Participation, or other such debt issued by conduit issuers in keeping with Board established financial and debt policies;

Evaluates, researches, and reviews potential special financing opportunities as directed;

Assists the County Debt Manager in developing strategies for analysis and evaluating public/private partnerships;

Working with the Department of Finance, assists in monitoring debt compliance, escrow deposit, trust accounts, arbitrage, and disclosure requirements for the County’s bond issuances;

Assists in monitoring the debt of component units of County government, special tax assessment districts, and underlying jurisdictions for impact on the County’s financial condition;

Assists in the evaluation and monitoring of refunding opportunities for the County and component units;

Assists the County Debt Manager as staff to the Fairfax County Industrial Development Authority;

Performs duties to maintain the Bond Fact Book;

Assists in the analysis of the County’s general construction cashflow requirements to determine timing and amount of bond sales;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the modern methods of financial and debt analysis including various options for financing;

Basic knowledge of the operations and institutions of the municipal financing markets;

Ability to analyze complex financial transactions and cash flows;

Ability to establish and maintain effective working relationships with others and to communicate technical ideas effectively orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a degree in finance or accounting; PLUS

Five years’ experience in the area of financial analysis and debt financing in either the public or private sector.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

ESTABLISHED: November 7, 2003